



Covid-19 Testing for Correctional Officers Gloria McDonald Women's Facility Last Updated: 12/19/2022

This document addresses COVID-19 testing available at the Women's Facility for Correctional Officers and nursing staff and provides general information. This document is **not** intended to override or contradict any staff COVID-19 protocols found on RIDOC's COVID-19 [webpage](https://doc.ri.gov/covid-19) (<https://doc.ri.gov/covid-19>), or any directives issued by the Director, Assistant Director of Institutions & Operations (ADIO) or RIDOC's Medical Director.

Who Can Test? Correctional Officers (CO) and nursing staff that develop flu-like symptoms while on duty can report to the Women's Facility (WF) to take a rapid test, or they can get tested in the community (<https://portal.ri.gov/>). If they choose to test in the community and they receive a positive result, a copy of the positive test result must be forwarded to doc.covidquestions@doc.ri.gov, as well as their supervisor.

General Information:

- **An at-home rapid test is not acceptable as proof of a COVID-19 test.**
- **Absolutely NO WALK-INS!**
- **Facility operations takes precedence over testing.**
- **At a minimum, the Brass who is facilitating the testing shall wear a KN-95 mask and gloves.**

Testing Procedures:

1. The Brass at the CO's sending facility **MUST** call the WF Operations Desk at 462-2300 prior to sending an officer for testing.
2. At the scheduled time, the CO reporting for testing shall go to the WF front door and remain in the vestibule area (***do not enter the reception area***).
 - a. The CO requesting the test will be provided with a test kit with their name and phone # clearly written on it.
 - b. The CO will swab their nose and place the swab in the test kit.
 - c. The CO being tested will be instructed to return to their vehicle to await their results via phone.

For the safety of all staff, persons awaiting results will not remain in the vestibule longer than necessary.

3. Once the test results are in, the WF Brass will notify the CO of their results by phone.
 - a. If negative, they will be told to report back to their facility. As previously noted, if the CO does not feel that they can report back to work, they must contact their facility Brass and call in sick, ***using their own sick leave***.
 - b. If the test results are positive, the CO will be instructed to go home, ***using their own sick leave***.
4. WF Brass will notify the CO's Facility Brass of either a positive or negative result. A follow-up e-mail will be sent to the facility with a "cc" to doc.covidquestions@doc.ri.gov WF Brass will maintain a testing tracking sheet that will be sent to doc.covidquestions@doc.ri.gov daily.

Follow-up Testing for Return to Work:

Following a positive test result, the 2 subsequent negative tests required to return to work will **NOT** be conducted at the WF. Follow-up testing must be done in the community (<https://portal.ri.gov/>), and staff must send a copy of their COVID-19 test results to their supervisor and to doc.covidquestions@doc.ri.gov, for secure storage. Staff should refer to the [DOC COVID-19 webpage](#) for more details on return-to-work requirements.